

Blackburn Creek Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

www.blackburncreekcdd.com

The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Tuesday, February 13, 2024, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

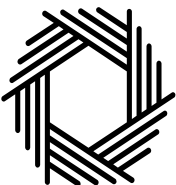
General Business Matters

1. Consideration of the Minutes of the January 9, 2024, Auditor Selection Committee Meeting
2. Consideration of the Minutes of the January 9, 2024, Board of Supervisors' Meeting
3. Consideration of the Minutes of the January 9, 2024, Board Workshop Meeting
4. Consideration of FY 2023 Audit Engagement Letter
5. Presentation from Brletic Dvorak Inc.
6. District Engineer Project Update
 - a. Preventative Maintenance Plan
7. Discussion Regarding HOA Turnover
8. Ratification of Payment Authorization No. 211 – 212
9. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - Status Update to Request Dated January 18th for review of possible blockage at Stewart and Wakulla
 - District Manager
 - District Accountant
- Audience Comments
- Supervisors Requests

Adjournment



pfm

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the January 9, 2024,
Auditor Selection Committee Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES**

Tuesday, January 9, 2024, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Committee Members Present via Speaker or in Person:

Kevin Johnson	Committee Member
David Trast	Committee Member
Phil Davis	Committee Member
James Sverapa	Committee Member
Kirk Fegley	Committee Member

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Jorge Jimenez	ADM- PFM Group Consulting LLC (via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC (via phone)
Andy Cohen	District Counsel

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order and Roll Call

The Auditor Selection Committee Meeting for the Blackburn Creek CDD was called to order at 11:00 a.m. by Ms. Ripoll and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Review of Auditing Services Proposals

- **Grau & Associates**

Ms. Ripoll stated that she had reached out to multiple auditor companies and received one proposal back from Grau & Associates. She recommended that Mr. Cohen go through the document to make some minor changes.

Ranking of Auditing Services Proposals

ON MOTION by Mr. Fegley, seconded by Mr. Johnson, with all in favor, the Committee Ranked Grau & Associates at #1.

SECOND ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Trast, seconded by Mr. Sverapa, with all in favor, the January 9, 2024, the Meeting of the Auditor Selection Committee for the Blackburn Creek Community Development District was adjourned at 11:04 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the January 9, 2024,
Board of Supervisors Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES**

Tuesday, January 9, 2024, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
David Trast	Vice Chairperson
Kirk Fegley	Assistant Secretary
Phil Davis	Assistant Secretary
James Sverapa	Assistant Secretary

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Jorge Jimenez	ADM- PFM Group Consulting LLC	(via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Andy Cohen	District Counsel	
Bill Conerly	Kimley-Horn	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Blackburn Creek CDD was called to order at 11:06 a.m. by Ms. Ripoll and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of Recommendation of the
Auditor Selection Committee**

Ms. Ripoll noted that the Committee ranked Grau & Associates as #1.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved the recommendation of the Auditor Selection Committee to hire Grau & Associates.

**Consideration of the Minutes of the
December 12, 2023, Board of
Supervisors' Meeting**

Mr. Cohen recommended some changes in wording and Mr. Johnson noted an incorrect name to be corrected.

ON MOTION by Mr. Sverapa seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the December 12, 2023, Board of Supervisors' Meeting and Auditor Selection Committee Meeting as amended.

**Review and Consideration of District
Engineer RFQ**

Mr. Cohen noted only one submittal was received, he reviewed the Engineer RFQ for the Board and stated that he has been in with communication with BDI. He suggested that BDI be invited to a Board meeting. This item was tabled until the next meeting.

Discussion Regarding HOA Turnover

This item will be left on the agenda. There was no further discussion at this time.

**District Engineer Project Update
a. Preventative Maintenance Plan**

Mr. Conerly stated that they will need to set the next District engineer up for a maintenance program associated with the cleaning of the stormwater system. The final plats have been uploaded to a ShareFile site. They had also shared a graphic of the 5-year plan. The Board asked that a table be created for the engineer and Ms. Ripoll to reference so they can budget accordingly for the projects need to be completed each year. The Board and engineer discussed the infrastructure of the District as it pertains to the list requested by the Board.

**Ratification of Payment Authorizations
208 – 210**

Ms. Ripoll requested a motion to ratify payment authorizations 208 - 210.

ON MOTION by Mr. Fegley seconded by Mr. Davis, with all in favor, the Board ratified Payment Authorizations 208 - 210.

Review of District Financial Statements

The Board reviewed the Financial Statements.

ON MOTION by Mr. Trast seconded by Mr. Sverapa, with all in favor, the Board approved the District Financial Statements.

THIRD ORDER OF BUSINESS

Staff Reports

- District Counsel –** Mr. Johnson mentioned that the HOA will be voting on the Common Property proposal on March 6.
- District Engineer –** No report.
- District Manager –** Ms. Ripoll noted the next meeting is scheduled for February 13, 2024, at 11:00 a.m.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no comments at this time.

FIFTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Johnson, seconded by Mr. Davis, with all in favor, the January 9, 2024, the Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:51 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the January 9, 2024,
Board Workshop Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
WORKSHOP MEETING MINUTES**

Tuesday, January 9, 2024, at 1:00 P.M.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Committee Member
David Trast	Committee Member
Phil Davis	Committee Member
James Sverapa	Committee Member
Kirk Fegley	Committee Member

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Andy Cohen	District Counsel

District Counsel conducted a two-hour Ethic Training Workshop that the Bord of Supervisors and District Manager attended.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

FY 2023 Audit Engagement Letter



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

January 12, 2024

To Board of Supervisors
Blackburn Creek Community Development District
3501 Quadrangle Blvd., Ste. 270
Orlando, FL 32817

We are pleased to confirm our understanding of the services we are to provide Blackburn Creek Community Development District, Sarasota County, Florida ("the District") for the fiscal year ended September 30, 2023, with the option of two (2) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund (general, debt service, capital projects, and special revenue funds, if applicable), including the related notes to the financial statements, which collectively comprise the basic financial statements of Blackburn Creek Community Development District as of and for the fiscal year ended September 30, 2023, with the option of two (2) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. The District will provide a statement describing corrective actions to be taken in response to each of our recommendations included in the audit report, if any, and relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

The auditor agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agrees to cooperate with public record requests made thereunder. In connection with

this Agreement, the auditor agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, the auditor must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PFM GROUP CONSULTING LLC., 3501 QUADRANGLE BLVD., STE 270, ORLANDO, FL 32817, 407-723-5900, RECORDREQUEST@PFM.COM.

This agreement provides for a contract period of one (1) year with the option of two (2) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$4,800 for the September 30, 2023. The fees for the fiscal years 2024 and 2025 will not exceed \$4,900 and \$5,000, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis. We acknowledge that the District must submit its annual Audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year. Accordingly, we will deliver a draft audit to the District no later than May 1, 2024. All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2023 must be provided to us no later than February 1, 2024, in order for us to deliver a draft audit to the District no later than May 1, 2024. If the draft is timely reviewed by management, the final audit will be provided no later than June 1, 2024.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Blackburn Creek Community Development District and believe this letter accurately summarizes the terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This letter, with any addendum if applicable, constitutes the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Blackburn Creek Community Development District.

By: _____

Title: _____

Date: _____



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Presentation from Brletic Dvorak Inc.



TECHNICAL PROPOSAL

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Submitted to: PFM Group Consulting

BDi
BRLETIC DVORAK INC.



December 8, 2023

TABLE OF CONTENTS



Letter of Interest	1
Ability and Adequacy of Professional Personnel	4
Firm Profile	
Select Key Personnel	7
Geographic Location	9
Past Performance	10
Current / Project Workload	17
Previously Awarded Work	
Minority Business Enterprise	
Project Management Tools	18
Managing Projects to Meet Schedule & Budget	19
Schedule & Budget Controls	20
Personnel Assignment & Project Efficiency	21
Proposed Billing Structure	
Licenses	22
Standard Form 330, Architect-Engineer Qualifications	25



December 8, 2023

Venessa Ripoll, District Manager
PFM Group Consulting LLC
3501 Quadrangle Blvd., Suite 270,
Orlando, FL 32817

RE: Request for Qualifications for Professional Engineering Services
Blackburn Creek Community Development District (CDD)

Dear Selection Committee:

A Community Development District (CDD) is integral in providing the residents of the community it serves the highest quality of life possible, ensuring that high standards of development will continue to be met long into the future. Blackburn Creek CDD is no exception. We understand the district is responsible for maintaining its existing infrastructure, providing capital improvements, and improving the quality of the development, all while operating within closely monitored and audited budgets to meet the high expectations for the community they serve. It is crucial to your CDD's continued long-term success that your consulting engineer shares your focus on careful, timely, and cost-conscious fulfillment of the residents' expectations.

Brletic Dvorak, Inc. (BDI) has successfully performed on a myriad of general service contracts based on our reputation for delivering a high-quality product and outstanding service to our partners.

Leading our commitment to the Blackburn Creek CDD is myself, Robert Dvorak, PE. I have over 35 years of civil engineering experience and a strong understanding of the unique needs of a CDD. My ability to develop strong relationships with clients has ensured that the end results exceed the expectations of District Managers through careful coordination of schedules, budgets, and priorities. I am most proud of my reputation of responsiveness when addressing the needs of BDI's clients. The point of contact for this CDD will be myself, Robert Dvorak, with an assistant Project Manager in Jerry Whited, our field manager. We will be responsible for attending District Board meetings, coordinating projects and construction inspection services, and any other engineering tasks.

BDI's staff has a breadth of experience in working with CDDs, which means you benefit by getting professional expertise delivered with a personalized approach and attentiveness to your needs. As the District Engineer for several similar CDDs, we believe we have a thorough understanding of your service requirements.

Our first priority is to establish a personalized team for each individual work assignment undertaken. This process begins with understanding your needs. Based on our coordination and research, we will assign a project team that has the best experience to meet those needs. I will strategically determine how to best utilize our internal resources as well as choose subconsultants, if needed, that would best complete the team. This approach ensures that we have the right resources to exceed your expectations.

Asset Management: BDI can assist the District by developing or updating land ownership and maintenance maps depicting District property and facilities and areas maintained by vendors such as landscapers or aquatic services. Wetlands and buffer areas may also be added as needed to educate residents and vendors of the different

vegetation restrictions that may exist. These maps are living documents that may be updated as your community grows or as vendor needs change. BDI can also provide asset reports cataloging facilities or property, such as stormwater facilities or streets, for condition, suggested maintenance, or replacement so that future capital fund expenditures may be scheduled in advance.

Capital Improvements: BDI can provide the District with planning assistance in determining needed capital improvements including the development of construction plans and permits. BDI can also assist in developing capital improvement budgets so that funding may be planned for long term improvements.

Roadway Improvements: BDI can provide the District with traffic analyses to identify vehicle circulation, intersection sight distances, offsite signal warrants, pedestrian crosswalk safety, sidewalk ADA compliance, striping and signing, and street lighting studies and improvement plans.

Drainage Improvements: BDI will identify any nuisance drainage problems, identify potential solutions, and provide cost estimates for each alternative. Sometimes simple regrading or modifications to curbs or landscaping can correct standing water on streets or in grassy areas.

Permitting: BDI will inspect existing ponds in accordance with Southwest Florida Water Management District (SWFWMD) maintenance schedules and all inspection reports will be filed and cataloged by our staff. Our long-term partnership with SWFWMD and our continuing services contracts for reviewing SWFWMD ERP permits and past work on NPDES and Drainage Connection permits for FDOT District 7 have been invaluable in serving the stormwater needs of the following clients:

- Arbor Greene CDD in Tampa, Florida
- Bobcat Trail CDD in North Port, Florida
- Ballentrae Hillsborough CDD in Hillsborough County, Florida
- Country Walk CDD in Wesley Chapel, Florida
- Del Webb Bexley CDD in Wesley Chapel, Florida
- Diamond Hill CDD in Valrico, Florida
- Fishhawk Ranch CDD in Valrico, Florida
- Fishhawk IV CDD in Valrico, Florida
- Forest Brooke CDD in Wimauma, Florida
- Harbour Isles CDD in Apollo Beach, Florida
- Heritage Springs CDD in Trinity, Florida
- Highlands CDD in Wimauma, Florida
- Lexington Oaks CDD in Wesley Chapel, Florida
- Meadow Pointe II CDD in Zephyrhills, Florida
- Mira Lago CDD in Apollo Beach, Florida
- Lynwood CDD in Ruskin, Florida
- Oak Creek CDD in Wesley Chapel, Florida
- Oakstead CDD in Land O'Lakes, Florida
- River Bend CDD in Ruskin, Florida
- South Fork CDD in Riverview, Florida
- South Fork East CDD in Riverview, Florida
- Spring Ridge CDD in Brooksville, Florida
- Sterling Hill CDD in Spring Hill, Florida
- Talavera CDD in Spring Hill, Florida
- The Bridgewater CDD in Lakeland, Florida
- The Groves CDD in Land O' Lakes, Florida
- The Preserve at South Branch CDD in Odessa, Florida
- The Preserve at Wilderness Lake CDD in Land O'Lakes, Florida
- The Woodlands CDD in North Port, Florida
- University Place CDD in Apollo Beach, Florida
- Waterset North CDD Apollo Beach, Florida
- Westchase CDD in Tampa, Florida
- Wesbridge CDD in Wesley Chapel, Florida

Teamwork, integrity, responsibility, and hard work are the cornerstones of our corporate culture and the reason we have earned repeat business and referrals from satisfied clients. Our focus is to ensure that our partners get the positive results and successful projects that they want and deserve. These core values are at the heart of every service we perform.

We are confident that the information in this Request for Proposal and the client testimonials substantiate our capabilities and our commitment of quality and integrity to our clients. We look forward to working with the Blackburn Creek CDD to enhance your community.

Very truly yours,
Brletic Dvorak, INC.

A handwritten signature in blue ink, appearing to read 'R. Dvorak', written in a cursive style.

Robert Dvorak, P.E.
Project Manager





ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

FIRM PROFILE

Brletic Dvorak, Inc. (BDI) Brletic, Dvorak, Inc. (BDI) is a multidisciplinary engineering firm serving clients throughout the southwest Florida Area. We provide an array of community development district (CDD) services tailored to our clients' needs. BDI serves numerous CDDs throughout southwest Florida. BDI is a recognized leader in providing engineering services and solutions to communities.

We apply our extensive expertise across a wide variety of disciplines including land development, roadway and traffic design, stormwater management, and construction administration. Our employees are committed to and take pride in helping community development districts improve the quality of life in our communities. We assign the appropriate resources of our firm to perform each project efficiently. BDI is a one-stop shop for all your community's desired projects, assisting you from start to finish and staying within budget and schedule.

SERVICE OFFERINGS INCLUDE:

- Civil Engineering
- Water Resources
- Transportation and Traffic Planning and Design
- Community Engineering
- Construction Management and Inspection

BDI's client base consists of a wide range of public and private organizations with an equal range of project types. With a primary focus on projects requiring civil site development and transportation services combined with a keen desire to work closely with our clients, BDI's service base has grown. Among our specialties are stormwater management facility design, roadway and sidewalk design, roadways, waterways, wetlands and community facilities.

BDI's office is in downtown St. Petersburg with convenient access to the Interstate system and expressways. Our office is a functional, exciting environment that enhances BDI's values. BDI also strives to stay at or ahead of the curve with state-of-the-art software and hardware systems that allow our staff to provide the highest quality deliverables in a timely manner.



SELECT KEY PERSONNEL

BDI consists of dedicated, high quality staff with reputations for excellence and integrity. As previously mentioned, we take great pride in the caliber of our staff and our internal "teamwork" culture. We have reviewed the Request for Qualifications in detail and performed a cursory site review to assure we have the appropriate staff both in quality and quantity. We have assembled a team of professionals consisting of key staff members, that are listed in this section, for the anticipated service areas. With this team, BDI will deliver outstanding services to Blackburn Creek Community Development District (CDD).



STEPHEN BRLETIC, PE

Stephen Brletic serves as the District Engineer for 18 (CDDs) community development districts providing engineering and consulting services to resident boards in southwest Florida including one of Florida's largest CDDs, Fishhawk Ranch. Mr. Brletic has over 10 years of experience in project management, design, and construction for projects including land development, stormwater management, roadway improvements, and community amenities for not only (CDDs) community development districts, but also local, state, and federal municipalities, and school boards.

Mr. Brletic was born in St. Petersburg, FL and graduated from the University of North Florida in 2011. He has been working in the southwest Florida for the entirety of his career and has continued involvement in the community whether that be through being a part of the Leadership Tampa Bay organization or coaching his son's local sports teams.



ROBERT DVORAK, PE

Robert Dvorak serves as the District Engineer for 10 (CDDs) community development districts located throughout southwest Florida. Mr. Dvorak has over 35 years of civil engineering experience primarily in the field of water resources. Robert's responsibilities include project management, lead technical engineer, for the planning, design and permitting services for a wide range of public and private projects.

Mr. Dvorak graduated from the University of Florida in 1984 and started his engineering career at the Southwest Florida Water Management District in Brooksville, Florida. He has been working in the Tampa Bay area his entire career and in addition to consulting for CDD's, he has supported FDOT, City of Tampa and Pinellas County working as an extension of their staff through various general service contracts.

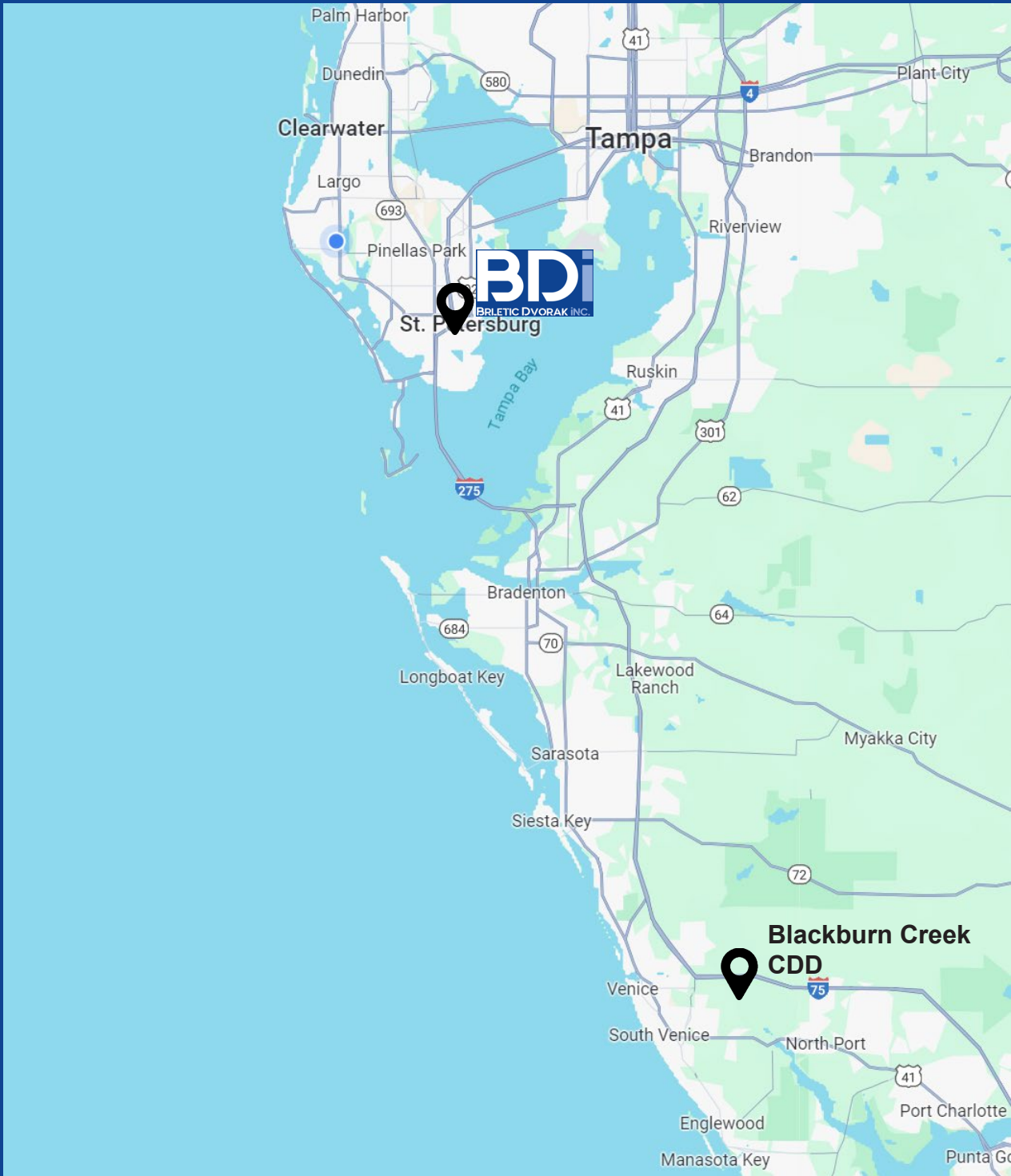
Robert number one core value is relationships based on mutual respect with the primary objective of being the best possible advocate for his clients.

GEOGRAPHIC LOCATION

Brletic Dvorak, Inc.

536 4th Ave. S, Unit 4 St.

Petersburg, FL 33701



PAST PERFORMANCE

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT (CDD)

Land O' Lakes, FL

Splash Pad. Stephen Brletic performed project management, permitting, and construction administration services in relation to construction of a splash pad amenity and hardscape improvements at the CDD clubhouse. *(Construction budget: \$150,000)*

CDD Common Area Drainage Improvements. Stephen Brletic aided in provided survey, design, permitting and construction administration services to address extensive ponding issues on CDD property that was affecting private property.



Splash Pad at Concord Station CDD

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT (CDD)

North Port, FL

Roadway Assessment. Robert Dvorak and Stephen Brletic provided a proposal to research the composition of the original roadway asphalt design and performed a site visit to observe existing pavement conditions. BDI will evaluate pavement conditions based on current pavement surface rating guidelines and document the findings, including pictures, in a written report with construction cost estimates.

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Spring Hill, FL

Permit Inventory and Inspection Scheduling.

Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Sterling Hill Community pond location, inspection time, and Hernando County parcel number.

Splash Pad. Stephen Brletic provided project management services for the CDD selected contractor and Engineer of Record for a splash pad project at the Sterling Hill South clubhouse facility. This also required permit modifications to the community's SWFWMD Environmental Resource Permit.

HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Port Charlotte, FL

Clubhouse Acoustics Project. Due to poor sound quality and reverberation in the main hall of the clubhouse, the board requested Robert Dvorak to research specialist acoustic consultants, procure proposals, and provide a summary and recommendation for the boards review and approval. The project was successfully implemented and consisted of 21 acoustic panels placed on walls throughout the clubhouse covered in matching fabric.

Pool Deck Improvement Project. Robert Dvorak prepared plans and specifications for improvements to the clubhouse pool deck which was experiencing subsidence due to poor underlying soils. BDI also prepared and issued an RFP package, solicited proposals from contractors, and held a pre-proposal meeting on-site. This project is ongoing.

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Valrico, FL

Brilliant Cut Way Drainage Improvements. Stephen Brletic performed survey, design, permitting, and construction administration

to improve drainage and alleviate nuisance flooding in yards adjacent to CDD ponds and residential properties. *(Construction budget: \$20,000)*

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the Southwest Florida Water Management District (SWFWMD) office and developed a detailed map and spreadsheet indicating each permit, Diamond Hill Community pond location, inspection time, and parcel number.

Pond Repairs. Stephen Brletic assessed the conditions of a stormwater detention pond and examined recent repairs to its drainage structure and inflow pipe foundation for this two-phase project. Staff collected data, evaluated and researched permits, and performed hydraulic and hydrologic calculations. For Phase I, BDI published a report outlining feasible improvements and cost estimates. For Phase II, BDI developed construction documents for competitive bid and designed a much-improved energy dissipating structure with sand cement armoring and regrading along the bottom and side slopes of the pond.



Pond Repairs at Diamond Hill CDD

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT (CDD)

Apollo Beach, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Harbour Isles Community pond location, inspection time, and Hillsborough County parcel number.

New Fitness Center. Stephen Brletic aided in completed site design and permitting for a new community fitness center. Staff obtained permits from Hillsborough County and SWFWMD. BDI prepared contract documents, including general conditions, assisted in the bid phase, and provided construction phase services. *(Construction budget: \$119,000)*

Night Swimming Assessment. Stephen Brletic performed light readings and made lighting recommendations regarding the availability of the community swimming pool during dark hours.

Traffic Analyses. Stephen Brletic reviewed a Signal Warrant Study from the Florida Department of Transportation (FDOT) for the intersection of US 41/SR 45 at Spindle Shell Way. BDI is currently working with FDOT and a neighboring development to discuss their review.

Miscellaneous Assistance. Stephen Brletic provides ongoing miscellaneous assistance regarding CDD assets such as reclaimed water assessment and construction, pool paver subsidence, nuisance flooding around the pool and landscaping, utility valve subsidence, decorative lighting assistance, and monitoring the County's progress extending reclaimed water to the development within the next two years.



Pond Restoration at Harbour Isles CDD



Sidewalk Repairs at Fishhawk Ranch CDD

FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT (CDD)

Lithia, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Fishhawk Ranch Community pond location, inspection time, and Hillsborough County parcel number.

Engineer Transition. This task required coordination with the past Engineer-of-Record for the community to retain and update all documents during a transition and merger of three CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

Trail Evaluation/Repair Projects. This task required field evaluation of specific sections of the Fishhawk Ranch community trail which experienced drainage issues or failure. Stephen Brletic provided design and permitting to address the trail issues in some cases. Stephen Brletic also performed construction administration services related to the construction and improvements to the trails.

Fishhawk Aquatic Center Vault Replacement. This task required evaluation of an aging underground vault that housed pumps and equipment for the waterfall feature pool at the Aquatic Center that was failing. handled soliciting an RFP to contractors along with construction administration services related to the vault replacement. *(Construction budget: \$75,000)*

Fishhawk Tennis Club Drainage Improvements. This task required design and construction administration services to address ponding and drainage impendence surrounding the existing clay tennis courts while maintaining the aesthetics and landscaping in the area. *(Construction budget: \$12,000)*

MIRA LAGO COMMUNITY DEVELOPMENT DISTRICT (CDD)

Apollo Beach, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Mira Lago Community pond location, inspection time, and Hillsborough County parcel number.

Pond Bank Restoration. Stephen Brletic performed design, and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$70,000)*

Adjacent Development Impact Management. This task required coordination with state permit agencies and private developers to coordinate impacts to the existing community caused by the new construction of a subdivision adjacent to the CDD owned properties and residential lots.



Pond Bank Restoration at Mira Lago CDD

RIVER BEND COMMUNITY DEVELOPMENT DISTRICT (CDD)

Ruskin, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, River Bend Community pond location, inspection time, and Hillsborough County parcel number.

Amenity Center Drainage Improvements. The River Bend CDD has experience chronic flooding due to rapid expansion of the amenities within the parcel without accommodating additional stormwater runoff. Stephen Brletic performed survey, design, permitting, and construction administration services to address existing flooding occurring at the access, parking lot, playground, tennis court, pool equipment area, and open spaces. The improvements will accommodate future amenity projects through total buildout of the parcel. *(Construction budget: \$119,000)*

Basketball/Tennis Court Replacement. Stephen Brletic performed survey, design, permitting, and construction administration for a basketball/tennis court with associated fencing and security adjacent to their clubhouse pool to replace the existing failed courts. *(Construction budget: \$135,000)*

Pool Heating Analysis and Construction. Stephen Brletic prepared a comparative analysis of heating the District's pool using natural gas, electricity, or propane. Stephen Brletic also performed all construction administration services associated with implementing an electrical heat pump system. *(Construction budget: \$65,000)*



Pond Bank Restoration at Bridgewater of Wesley Chapel CDD

BRIDGEWATER AT WESLEY CHAPEL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Pond Bank Restoration. Stephen Brletic performed surveying, design, and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction performed to date: \$70,000)*

Pond Maintenance Plan. The objective of this task was to determine the extent of repair needed for each pond, establish an estimated cost, and prioritize each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue that would require maintenance or repair. Numerous ponds had erosion on the side slopes and several had control structures that were not functioning as designed due to skimmer settlement or foundation/ embankment erosion. A report was prepared and presented to the CDD Board for additional action and as a planning tool to eventually address all the ponds.

Sidewalk Evaluation. This task required a walkthrough of the entire community to evaluate the ADA compliance of the CDD maintained sidewalks. A full inventory with picture documentation was then presented to the board with cost estimates of the repairs. BDI also performed construction administration services in relation to the repair project. *(Construction budget: \$30,000)*



Basketball/Tennis Court Replacement at River Bend CDD

HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT (CDD)

Trinity, FL

Hole #17 Drainage Improvement Project. Robert Dvorak designed regrading for a section of the community golf course that was already filled and partially blocking the free flow of water over a 250-foot weir. The new design created a compromise, providing a dry landing area for golfers without inhibiting the flow of water during flood conditions. BDI included rip-rap to stabilize areas within high-flow zones, along with a stone-filled Geoweb containment system. *(Construction budget: \$35,000)*

Pond Inspections and Report Writing. Robert Dvorak conducts inspections and writes reports as part of this as-needed professional engineering assignment. There are 39 water management facilities in the CDD which require inspection and certification compliance for the SWFWMD. BDI researched each file to establish a list of facilities and prioritize their inspection and certification needs. Currently, Robert Dvorak is conducting several inspections quarterly to maintain a satisfactory schedule with the District.

Warrington Way Drainage Project. Warrington Way has historically flooded due to low elevations in the roadway, causing standing water during peak flood conditions in adjacent wetlands. This project required a bypass drainage system to capture and route water away from the Warrington Way storm sewer system, thereby alleviating flood water and providing another outfall to the wetland. BDI updated the Master Drainage Analysis and provided a hydrologic and hydraulic modeling analysis, ensuring the proposed project would not adversely impact downstream properties. Robert Dvorak also obtained a modification to the approved Environmental Resource Permits (ERP) from SWFWMD and provided construction management services, handling everything from bidding to construction observations and final close-outs. *(Construction budget: \$150,000)*

Pond Repairs. Robert Dvorak provides ongoing pond inspections and develops plans for specific repairs to banks, gabions, weirs, and flumes. Robert Dvorak also ensures water can flow freely from the development by clearing potential obstructions around structures in the wetlands.

Grass Carp Research. Robert Dvorak developed research literature regarding grass carp to control nuisance vegetation in stormwater detention ponds and presented a full report with recommendations to the Board.

LEXINGTON OAKS COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Pond Bank Restoration. Stephen Brletic performed design, and construction administration tasks to reconstruct and restore numerous stormwater management pond banks within the community. This project restored eroded banks and repaired drainage structures, thereby improving safety and functionality. *(Construction performed to date: \$450,000)*

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Lexington Oaks Community pond location, inspection time, and Hillsborough County parcel number.

Pond Maintenance Plan. Stephen Brletic performed inspections for several pond sites to determine potential issues requiring maintenance or repair. Stephen found numerous ponds with eroded side slopes and dysfunctional control structures due to skimmer settlement and foundation/embankment erosion. Stephen prepared a report for the CDD to use as a planning tool for future pond maintenance and repair.

Amenities Center Drainage Improvements. Stephen Brletic performed design services to alleviate extensive flooding which kept residents from using playcourts and fields and prohibited maintenance. *(Construction budget: \$40,000)*

ADA Facility Compliance. Stephen Brletic developed a list of necessary ADA facility improvement requirements and developed plans for the first set of new sidewalks scheduled for improvement in the near future.

Reserve Study. Stephen Brletic has prepared two updates to the CDD's Reserve Study.

Court Resurfacing. Stephen Brletic prepared plans for the resurfacing of two tennis courts and one basketball court. *(Construction budget: \$15,000)*

Pool Heating Analysis. Stephen Brletic prepared an analysis comparing natural gas and propane heating for the District's pool.

SOUTH FORK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Riverview, FL

Permit Inventory and Inspection Scheduling. Robert Dvorak researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, South Fork Community pond location, inspection time, and Hillsborough County parcel number.

Pond Bank Restoration. Robert Dvorak performed design, and construction administration tasks for the reconstruction and restoration of the pond banks on three stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$209,000)*

Pond Maintenance Plan. The objective of this task was to determine the extent of repair needed for specific ponds, establish an estimated cost, and prioritize the immediate needs for each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue requiring maintenance or repair. Numerous ponds had erosion on the side slopes, and several had drainage structures that were not functioning as designed due to becoming dislodged from embankment erosion. A report was prepared and presented to the CDD Board for alternative measures to address the pond issues and RFP packages were prepared for bidding purposes.

Clubhouse Parking Lot Expansion. Robert Dvorak performed design, and permitting tasks to add six parking spaces and incorporate an inlet and pipe system to alleviate an ongoing problem with standing water in the driveway.



Pedestrian Boardwalk at Oak Creek CDD

OAK CREEK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Permit Inventory and Inspection Scheduling. Robert Dvorak researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Oak Creek Community pond location, inspection time, and Pasco County parcel number.

Basketball Court. Robert Dvorak performed survey, design, permitting, and construction administration for a new basketball court adjacent to their clubhouse pool. The court will also be striped for a dual use for two pickleball courts. *(Construction budget: \$36,000)*

Trail Boardwalks. Robert Dvorak performed design, permitting, and construction administration for a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with safe access to the natural uplands to utilize as a picnic or walking trail amenity. *(Construction budget: \$63,000)*

Playground Expansion. Robert Dvorak performed design, and permitting to expand the existing playground to accommodate a new swing set area for toddlers while maintaining safe ADA access.



Pond Bank Restoration at South Fork CDD | Photo credit: James Griffin and Griffin Brothers Civil Construction

SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT (CDD)

Brooksville, FL

Community Lighting Analysis and Planning. Stephen Brletic performed an evaluation of the current street lighting within the Spring Ridge community and provided a planning site plan to the local electricity provider to add light poles to increase coverage of light during the night as an increase to safety.

Clubhouse Parking Improvements/Crosswalks. Stephen Brletic provided design, and construction administration services in relation to drainage improvements, providing additional parking, and designing walkways to ADA standards. This task also included implementing crosswalks throughout the community to FDOT standards.

THE WOODLANDS COMMUNITY DEVELOPMENT DISTRICT (CDD)

North Port, FL

SWFWMD ERP and WUP Permit Map. The board requested Robert Dvorak to produce a map showing the limits covered by each SWFWMD ERP and WUP permit within the development.

Robert Dvorak researched SWFWMD files to identify stormwater management facilities and wells and pumps and developed separate spreadsheet to identify the the permittees and operation and maintenance entities. This map will be used a useful resource for current and future board members, the community's vendors and the CDD staff.

Pond Equalizer Pipe. Robert Dvorak provided construction observation and an as-built survey for a stormwater pipe project designed to equalized water levels between two existing master drainage ponds. The project allowed for an increase in surface water withdrawal used for irrigation throughout the development.

WESTCHASE COMMUNITY DEVELOPMENT DISTRICT (CDD)

Tampa, FL

CDD Common Area Drainage Improvements. Robert Dvorak performed design, and construction administration services to address ponding issues on CDD property that was affecting private property. The project included replacing a collapsed plastic pipe and inlet system with equivalent concrete units. This project is ongoing and the CDD staff are soliciting proposals to perform the work.

Asset/Landscape Maintenance Maps. Robert Dvorak was tasked to update the existing community maps in relation to landscape maintenance and CDD ownership to the most recent records. These maps will be used as a useful resource for current and future board members, the community's vendors, and the CDD staff. The landscape map is currently being used in their current RFP for landscaping services.

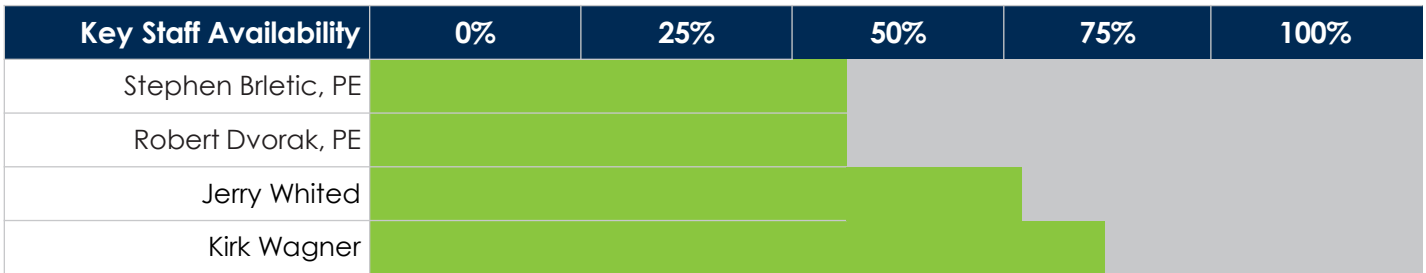


Pond Restoration at Westchase CDD

CURRENT / PROJECT WORKLOAD

The BDI team is available and has the capacity, technical expertise, range of services, and uniquely qualified personnel to provide Blackburn Creek CDD with all the services required. Our availability means you can expect stellar responsiveness, quality products, and projects delivered on or ahead of schedule.

All the key personnel are ready to begin work immediately. The chart below graphically depicts the workload commitments and availability over the next twelve months for the key personnel.



 = Availability

 = Current Workload

WORK PREVIOUSLY AWARDED

BDI has not been selected previously to provide services to the CDD.

MINORITY BUSINESS ENTERPRISE

BDI is not a Minority Business Enterprise (MBE). We routinely partner with experienced and proven MBE's to provide complimentary services on a wide range of projects.

PROJECT MANAGEMENT TOOLS

Our goal is a long-term partnership with the Blackburn Creek CDD. As partners, you can count on us to deliver desired results based on adherence to our corporate culture:

- **Teamwork** – We take pride in our ability to assemble the best team to accomplish your specific objectives. Every member of our team commits to exceeding your expectations. In order to achieve this, we will be actively involved in your organization and challenge ourselves to anticipate your future needs.
- **Integrity** – We have maintained long-term relationships with many of our clients. These relationships continue to thrive because our clients know that the BDI team can be trusted to act in their best interest at all times while achieving win-win solutions for all the stakeholders.
- **Responsibility** – As we enter into a new partnership, our commitment to you is that we take full responsibility for the end result. That means that you can rely on us to be proactive, to anticipate any potential challenges, and to offer solutions.

- **Hard work** – Every member of our team understands that hard work is the foundation for every project. Once we mutually agree on an approach, our team focus is on delivering superior service and a project that surpasses your quality, schedule, and budget requirements.
- **Community Involvement** – Among our core values is a serious commitment to community involvement..

We understand that every aspect of our culture needs to be adhered to daily to guarantee results for your organization. We look forward to the opportunity to become partners with Blackburn Creek CDD CDD and to help you achieve all your objectives.

The following sections address BDI's particular approach to meeting schedule and budget expectations.



MANAGING PROJECTS TO MEET SCHEDULE AND BUDGET



The BDI team is committed to meet and exceed Blackburn Creek CDD's schedule and budget requirements, whether our project budget is \$5,000 or \$500,000. Astute, prudent management of financial and human resources is one of our core business values. We routinely deliver our projects ahead of schedule through a targeted, well-orchestrated effort of the entire team, including CDD staff. The depth of our team gives us the ability to add considerable resources to meet any schedule and to handle multiple assignments simultaneously, as we have proven on numerous general services contracts.

As Project Manager, Robert Dvorak, PE, will follow these **guidelines to successfully accomplish each assignment**:

- Identify the right team to efficiently deliver each assignment.
- Develop a well-defined scope.
- Keep the same people on the project team for the duration of the task.
- Conduct team meetings, typically weekly or bi-weekly.
- Proactively anticipate potential schedule or budget challenges and resolve them in advance.

All BDI project managers have been formally trained in BDI's approach to project management and for each project, the PM follows a detailed **Project Management Plan** procedures that describes the scope and deliverables and details the schedule, milestones, work breakdown structure, task assignments, and Quality Control Plan, including specific responsibilities for each key team member. The PMP and in-house PM tools save significant time. Some of the tools used to maintain control of the schedule and budget are described in the next sections.

SCHEDULE & BUDGET CONTROLS

Schedule: With our depth of staff and vast array of multi-disciplined experience, BDI has the capability to fast track any project. This expertise provides the client with a **one-stop shop** for any project – whether we are serving as program manager, project manager, design support, or construction manager. We provide a complete array of engineering and management services integrated to our client's needs.

Between the level of expertise and the personnel available that have previous experience working on similar contracts for other local agencies, we have the capacity and expertise to maintain accelerated task order schedules. **Our depth of staff in the required disciplines ensures that each task assignment will be given the manpower necessary to provide Blackburn Creek CDD's with a quality end product within the project budget and schedule.**

Our schedules are developed in great detail, describing every activity involved in every phase. Moreover, activities are linked so that we are in essence creating a critical path project schedule. This schedule is one of several that our task order manager reviews for compliance on a weekly basis. He will review the level of completeness of every activity with the individuals performing the work and confirm that the project is on schedule.

We have the capacity and expertise to complete all assignments for this project on time. We recognize that a major element used to evaluate the effectiveness of our services is the degree to which schedules are completed. Our project efforts are directed toward a high level of schedule control and our project management policies have been devised to support this objective. We also realize that effective, timely response to the unexpected requests from the board, often on a moment's notice, is both art and science. We are confident that our team can easily respond to such assignments under this contract within the required number of days. Rapid, effective response to unforeseen situations is a skill that our team members have developed through years of experience and practice of putting our clients' immediate needs first and foremost. These values and high-performance expectations are ingrained into our culture. This Team maintains an attitude that all work schedules can be compressed saving time and man-hours for other assignments saving valuable community dollars.

Our web-based project management and accounting tools, in conjunction with scheduling software, regular team communications, corporate procedures for project execution, and sound judgment, allow our task order managers to identify problems early, so expedient correction can minimize schedule or cost overruns.

Budget: Keeping in mind the CDD's budget for each assignment, we will develop an appropriate scope to satisfy the budget constraints. Once underway, BDI focuses on cost control using a state-of-the-art integrated accounting and resource planning software and a collaborative team approach. During the performance of the project we track the hours and dollars expended on each project phase. All employee timesheets are input electronically at least weekly, so up-to-date project costs are available on each PM's dashboard.

PROPOSED BILLING STRUCTURE

For each assignment, our project managers prepare a monthly progress report describing for each phase the percent of work completed, work performed during the report period, status with respect to schedule, unusual problems, delays, approval action, information required, and potential schedule slippage with recommendations. Project team meetings are held weekly or bi-weekly to discuss the progress of the project. Each phase is reviewed for progress, manpower allocations, budget, and schedule. Any issues are discussed and a strategy for their resolution is addressed. Invoices will be prepared by the Project Manager based on the hours worked on each assignment at hourly rates established in the contract.

PERSONNEL ASSIGNMENT & PROJECT EFFICIENCY

The success of any project depends on utilizing the right personnel – those who possess the needed technical knowledge, successful project experience, specialized equipment, and collaboration skills.

Once notified of an assignment and based on the type and scope of work, Stephen will assemble the right project team in terms of team size and expertise, with the objective of keeping the team as small as possible to

meet the schedule and keeping the team intact throughout the entire project.

Clear expectations and close collaboration from the start of each assignment will enhance efficiency and minimize delays. BDI's focus is always on the end result: accurate, concise, and clear deliverables.

We have repeatedly demonstrated our ability to perform complex assignments on time and within budget, and to be proactively aware of and promptly responsive to the CDD's needs. The proof of our willingness and ability to meet schedule and budget expectations is in our performance.

State of Florida

Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation of BRLETIC DVORAK, INC., a Florida corporation, filed electronically on December 05, 2022 effective January 03, 2023, as shown by the records of this office.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is P22000090017.

Authentication Code: 221207110639-500398548025#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Seventh day of December, 2022




Cord Byrd
Secretary of State



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

DVORAK, ROBERT EDWIN III

536 4TH AVENUE SOUTH
UNIT 4
ST. PETERSBURG FL 33701

LICENSE NUMBER: PE40962

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BRLETIC, STEPHEN DANIEL

10938 87TH AVE
SEMINOLE FL 33772

LICENSE NUMBER: PE81281

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ARCHITECT – ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Blackburn Creek CDD, Sarasota County, FL

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Robert Dvorak, PE

5. NAME OF FIRM

Brletic Dvorak, Inc. (BDI)

6. TELEPHONE NUMBER

(727) 420-0804

7. FAX

8. E-MAIL ADDRESS

Rdvorak@bdienigneers.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>				Brletic Dvorak, Inc. (BDI) <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	536 4th Ave. S, Unit 4 St. Petersburg, FL 33701	Civil Engineering
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

(Complete one Section E for each key person.)

12. NAME Stephen Brletic, PE	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 12	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS in Civil Engineering, University of North Florida, 2011		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida (81281)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Brletic has over 12 years of experience in land development engineering in the Tampa Bay area. His project experience includes design and permitting for a wide range of projects, including residential subdivisions, commercial developments, and borrow pits. He routinely performs the functions necessary to design and permit land development projects.			

19. RELEVANT PROJECTS

	1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Lexington Oaks Community Development District Engineering Support Pasco County, FL	Ongoing	Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. BDI provides engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
b.	Oak Creek Community Development District Engineering Support Wesley Chapel, FL	Ongoing	Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer. BDI provides engineering services to the Oak Creek CDD in Wesley Chapel on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Oak Creek community include: Basketball Court: BDI is preparing plans to construct a basketball court to add to the existing amenities in the vicinity of the clubhouse pool. BDI will also oversee contractor bidding and construction phase services. Trail Boardwalks: BDI is preparing plans to construct a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with access to the natural uplands to utilize as a picnic or walking trail amenity.		
c.	Westchase Community Development District (CDD) Engineering Support Tampa, FL	Ongoing	Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer. BDI is providing engineering services to the Westchase Community Development District (CDD) in Tampa, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. BDI provided a signing and marking inspection and certification for the CDD.		
d.	Fishhawk Ranch Community Development District Engineering Support Lithia, FL	Ongoing	Varies

(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE

Check if project performed with current firm

Project Manager. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: **Permit Inventory and Inspection Scheduling**—This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**—This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

(Complete one Section E for each key person.)

12. NAME Robert Dvorak, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 38	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) BSE, Agricultural Engineering, University of Florida, 1984		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, FL 40962	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Dvorak is responsible for managing the water resource projects for Brletic Dvorak, Inc. as well as the design, hydrologic and hydraulic modeling, and regulatory permitting for a wide range and variety of projects. His experience with the implementation of local and state regulations has enhanced his ability to expedite the permitting process with the ACOE, the DEP, the regional WMD's, and the FDOT.			

19. RELEVANT PROJECTS

1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Oak Creek Community Development District Engineering Support Wesley Chapel, FL	Ongoing	Varies
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Project Manager. BDI provides engineering services to the Oak Creek CDD in Wesley Chapel on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Oak Creek community include: Basketball Court – BDI is preparing plans to construct a basketball court to add to the existing amenities in the vicinity of the clubhouse pool. BDI will also oversee contractor bidding and construction phase services. Trail Boardwalks – BDI is preparing plans to construct a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with access to the natural uplands to utilize as a picnic or walking trail amenity.		
Heritage Springs Community Development District Engineering Support Pasco County, FL	Ongoing	Varies
b. Project Manager. BDI serves as District Engineer for the Heritage Springs CDD and our recent tasks have been varied, including permit inventory and inspections, coordination of and recommendations for maintenance of wetland and mitigation areas, design of drainage improvements, and repair of erosion and scour problems on stormwater ponds, open conveyances, and weirs. For most projects, in addition to design and permitting services, BDI has provided construction support including RFP development, bidding assistance through construction observation and project close-out. BDI also completed a synthesis of research literature regarding the use of grass carp to control nuisance vegetation in stormwater detention ponds. A report with recommendations was presented to the Board.		
South Fork Community Development District (CDD) Engineering Support Riverview, FL	Ongoing	Varies
c. Project Manager. BDI is providing engineering services to the South Fork Community Development District (CDD) in Riverview, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the South Fork community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Pond Maintenance Plan. BDI provided traffic counts for the US 301 and Ambleside Boulevard intersection for the CDD.		
1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	



**Westchase Community Development District (CDD)
Engineering Support**
Tampa, FL

PROFESSIONAL SERVICES
Ongoing

CONSTRUCTION *(if applicable)*
Varies

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

Check if project performed with current firm

- d. **Project Manager.** BDI is providing engineering services to the **Westchase Community Development District (CDD)** in Tampa, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. BDI provided a signing and marking inspection and certification for the CDD.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jerry Whited	13. ROLE IN THIS CONTRACT Senior Inspector	14. YEARS EXPERIENCE	
		a. TOTAL 10	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brlletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> N/A		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Stormwater Operator	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Whited is responsible for performing inspections on a variety of stormwater management facilities throughout southwest Florida for as-builts and recertification compliance. He also participates in advisory committee and association meetings to keep abreast of water management, environment surface water, and water use current and future issues and concerns. He has also performed inspections and surveys on numerous projects throughout southwest Florida. Jerry is also a FSA certified Stormwater Operator Level 1.			

19. RELEVANT PROJECTS

1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Waterset North Community Development District (CDD) Engineering Support Apollo Beach, FL	Ongoing	Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Inspector. BDI is providing engineering services to the Waterset North Community Development District (CDD) in Apollo Beach, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the South Fork community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Pond Maintenance Plan.		
Country Walk Community Development District Engineering Support Pasco County, FL	Ongoing	N/A
b. Inspector. Pond Inspections and Report Writing – BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are 39 water management facilities located in the HSCDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.		
Lexington Oaks Community Development District Engineering Support Pasco County, FL	Ongoing	Varies
c. Inspector. BDI provided engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
Fishhawk Ranch Community Development District Engineering Support Lithia, FL	Ongoing	Varies
d. Inspector. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: Permit Inventory and Inspection Scheduling –This task required research of		

SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**– This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Kirk Wagner	13. ROLE IN THIS CONTRACT Senior Inspector	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS in Computer Science, LFSU		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Wagner is responsible for performing inspections on a variety of stormwater management facilities throughout southwest Florida for as-builts and recertification compliance. He also participates in advisory committee and association meetings to keep abreast of water management, environment surface water, and water use current and future issues and concerns. He has also performed inspections and surveys on numerous projects throughout southwest Florida. Kirk also holds certifications including FDEP Stormwater Erosion and Sedimentation Control Inspector –Inspector # 46681, FDACS Pesticide applicators license for category 5A – Aquatics, and FSA Stormwater Operator Level 1 certification.			

19. RELEVANT PROJECTS

1) TITLE AND LOCATION <i>(City and State)</i> Spring Ridge Community Development District (CDD) Engineering Support Brooksville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Inspector. BDI is providing engineering services to the Spring Ridge Community Development District (CDD) in Brooksville, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Spring Ridge community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Clubhouse Improvements.		
1) TITLE AND LOCATION <i>(City and State)</i> Westchase Community Development District Engineering Support Hillsborough County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Inspector. Pond Inspections and Report Writing – BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are a number of water management facilities located in the Westchase CDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.		
1) TITLE AND LOCATION <i>(City and State)</i> Lexington Oaks Community Development District Engineering Support Pasco County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Inspector. BDI provided engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
1) TITLE AND LOCATION <i>(City and State)</i> Fishhawk Ranch Community Development District Engineering Support Lithia, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies



(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE

Check if project performed with current firm

Inspector. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: **Permit Inventory and Inspection Scheduling**—This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**—This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Cliff Wilson	13. ROLE IN THIS CONTRACT Transportation Designer	14. YEARS EXPERIENCE	
		a. TOTAL 41	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> University of Florida, College of Architecture		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida Institute of Consulting Engineers – Certified in Advanced Work Zone Traffic Control	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Wilson has 41 years of experience in the transportation and traffic engineering field. His transportation experience includes roadway design, traffic control plans, transportation planning, drainage design, signing and pavement marking design and utility relocation plans using Microstation and Geopak			

19. RELEVANT PROJECTS

	1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	Harbour Isles Community Development District Engineering Support Hillsborough County, Florida	Ongoing	Varies
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Designer. BDI serves as the District Engineer for this community. Assignments have included: design, permitting, and construction phase services for a new fitness center; night swimming assessment; traffic analyses; SWFWMD permit reviews; and assistance with nuisance flooding, pool paver subsidence, and planning for reclaimed water.		
b.	Diamond Hill Community Development District Engineering Support Hillsborough County, Florida	Ongoing	Varies
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Designer. BDI serves as the District Engineer for this community. Assignments have included pond repairs, pond inspections, and assistance with minor maintenance issues.		
c.	Autumn Leaves Drive Drainage Improvements Hillsborough County, Florida	2014	2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Senior Designer. Autumn Leaves Drive and the immediate vicinity has experienced street flooding during heavy rainfall events. However, during drought periods, the water level in the Autumn Leaves Drive stormwater pond was below that desired by some of the neighborhood residents. The alternative selected for construction included conveyance upgrades, an overbank weir, an additional outfall pipe, and control structure modifications.		
d.	State Road 580 Sidewalk Design Pinellas County, Florida	2008	2009
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Designer. This project for FDOT District 7 involved sidewalk design along SR 580 in Hillsborough County including drainage design and pedestrian enhancements at each intersection.		

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 1
---------------	--	--

21. TITLE AND LOCATION (City and State) Harbour Isles Community Development District (CDD) Hillsborough County, FL	22. YEAR COMPLETED		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; text-align: center;">CONSTRUCTION <i>(If applicable)</i> Varies</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME Angle Montagna	c. POINT OF CONTACT TELEPHONE NUMBER (813) 991-1116

BDI provides engineering services to the **Harbour Isles Community Development District (CDD)** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity and each has a specific scope and schedule which is coordinated through the Board and District Manager.

Various tasks completed for the Harbour Isles community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **New Fitness Center** – BDI recently completed the site design and permitting for a new fitness center adjacent to the existing clubhouse. Permits were obtained from Hillsborough County and the Southwest Water Management District. We prepared the contract documents, including general conditions, assisted in the bid phase, and provided construction phase services as well. *(Construction budget: \$119,000)*
- **Night Swimming Assessment** – BDI performed light readings and made lighting recommendations with respect to the availability of the community swimming pool during dark hours.
- **Traffic Analyses** – BDI has reviewed the Signal Warrant Study provided by the Florida Department of Transportation for the intersection of US 41/SR 45 at Spindle Shell Way. Discussion with FDOT and the neighboring development are underway.
- **Miscellaneous Assistance** – BDI provides miscellaneous assistance regarding CDD assets, such as:
 - Reclaimed water assessment and construction
 - Pool paver subsidence
 - Nuisance flooding around landscaped areas and pool area
 - Utility valve subsidence
 - Monitoring progress of County's plans to extend reclaimed water to the development within the next two years
 - Decorative lighting assistance

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 2
---	--

21. TITLE AND LOCATION <i>(City and State)</i> Diamond Hill Community Development District (CDD) Hillsborough County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME David Wenck	c. POINT OF CONTACT TELEPHONE NUMBER (813) 608-8230

BDI provides engineering services to the **Diamond Hill Community Development District (CDD)** in **Valrico** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Diamond Hill community include:

- **Brilliant Cut Way Drainage Improvements** – BDI performed survey, design, permitting, and construction administration for drainage improvement to alleviate nuisance yard flooding adjacent to CDD ponds and residential properties. *(Construction budget: \$20,000)*
- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Repairs** - BDI reviewed the stormwater detention pond conditions and performance. Specific concerns were recent repairs to drainage structures and inflow pipe foundations. Data collection and permit evaluation and research as well as hydraulic and hydrologic calculations were specific tasks. The final deliverable was a report addressing probable improvements and cost estimates for Phase I. Phase II consisted of developing construction documents for competitive bid. The design improvements consisted of an energy dissipating structure with sand cement armoring and regrading around the pond bottoms and side slopes.
- **Pond Inspections** – BDI reviewed all the permits for the development's 23 ponds and developed an inspection schedule to comply with SWFWMD requirements. BDI performs the necessary pond inspections.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 3
---------------	--	--

21. TITLE AND LOCATION <i>(City and State)</i> Fishhawk Ranch Community Development District (CDD) Lithia, Hillsborough County, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies
--	--	---

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Halifax Solutions	b. POINT OF CONTACT NAME Eric Dailey	c. POINT OF CONTACT TELEPHONE NUMBER (813) 244-4388

BDI provides engineering services to the **Fishhawk Ranch Community Development District (CDD)** in **Lithia** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Fishhawk Ranch community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Engineer Transition** – This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.
- **Various Pond Restoration/Drainage Improvements** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality.
- **Palmetto Club Building Repairs** – BDI performed construction assistance and project management for the CDD from start to finish for the Palmetto Club repairs associated with storm damage.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering, Survey

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED	20. EXAMPLE PROJECT KEY NUMBER 4
QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		

21. TITLE AND LOCATION <i>(City and State)</i> Mira Lago West Community Development District (CDD) Ruskin, Hillsborough County, FL	PROFESSIONAL SERVICES Ongoing	22. YEAR COMPLETED CONSTRUCTION <i>(If applicable)</i> Varies
--	----------------------------------	---

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME Jennifer Goldyn	c. POINT OF CONTACT TELEPHONE NUMBER (813) 652-2454

BDI provides engineering services to the **Mira Lago West Community Development District (CDD)** in **Ruskin** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Mira Lago West community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality.
- **Adjacent Development Impact Management** – This task required coordination with state permit agencies and private developers to coordinate impacts to the existing community caused by the new construction of a subdivision adjacent to the CDD owned properties and residential lots.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering,

TEAM'S F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 5
--	--

21. TITLE AND LOCATION <i>(City and State)</i> Sterling Hill Community Development District (CDD) Spring Hill, FL	22. YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; padding: 2px;">CONSTRUCTION <i>(If applicable)</i> Varies</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Rizzetta & Company, Inc.	b. POINT OF CONTACT NAME Jillian Minichino	c. POINT OF CONTACT TELEPHONE NUMBER (813) 994-1001

BDI provides engineering services to the **Sterling Hill Community Development District (CDD)** in **Spring Hill** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Sterling Hill community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Splash Pad** – This task required project management of the CDD selected contractor and EOR for a splash pad project at the Sterling Hill South clubhouse facility. This also required permit modifications to the community's SWFWMD Environmental Resource Permit.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

6

21. TITLE AND LOCATION *(City and State)*

**Heritage Springs Community Development District (CDD)
Wesley Chapel, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Andrew Mendenhall

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **Heritage Springs Community Development District (CDD)** in **Trinity** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Heritage Springs community include:

- **Hole #17 Drainage Improvement Project** – This project involved the design for the regrading of an area of the golf course which had been filled, partially blocking the free flow of water over a 250-foot weir. This design was a compromise between the need to move the water during flood conditions and the need for a dry landing area for golfers. Rip-rap will be used to stabilize areas within the high flow zones along with a stone-filled Geoweb containment system. *(Construction budget: \$35,000)*
- **Pond Inspections and Report Writing** – The BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are 39 water management facilities located in the CDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.
- **Warrington Way Drainage Project** – This project was comprised of a bypass drainage system to capture and route water away from the Warrington Way storm sewer system to alleviate flooding problems. Warrington Way has historically flooded due to elevations in the roadway which are too low, allowing standing water when the flood stage in the adjacent wetlands reaches its peak. The drainage project allows for another outfall to the wetland thus reducing flooding in Warrington Way. This project required BDI to update the Master Drainage Analysis for the development and to provide a hydrologic and hydraulic modeling analysis demonstrating that the proposed project would not adversely impact downstream properties. A modification to the approved ERP was obtained from the Southwest Florida Water Management District. BDI also provided construction management services and handled everything from bidding to construction observation to final close-out. *(Construction budget: \$150,000)*
- **Pond Repairs** – This task included ongoing inspection of the ponds and developing plans for specific repairs. These repairs included numerous bank erosions, erosion along the edges of gabions, weir repairs, and flume repairs. BDI also assisted in the project to clear around structures in wetlands to provide for free flow of water out of the development.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

7

21. TITLE AND LOCATION *(City and State)*

**Lexington Oaks Community Development District (CDD)
Wesley Chapel, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Bob Nanni

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **Lexington Oaks Community Development District (CDD)** in **Wesley Chapel** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Lexington Oaks community include:

- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction performed to-date: \$450,000)*
- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Pasco County.
- **Pond Maintenance Plan** – The objective of this task was to determine the extent of repair needed for each pond, establish an estimated cost, and prioritize each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue that would require maintenance or repair. Numerous ponds had erosion on the side slopes and several had control structures that were not functioning as designed due to skimmer settlement or foundation/embankment erosion. A report was prepared and presented to the CDD Board for additional action and as a planning tool to eventually address all the ponds.
- **Amenities Center Drainage Improvements** – BDI performed survey and design to alleviate extensive flooding that kept residents from utilizing playcourts and fields as well as prohibiting maintenance. *(Construction budget: \$40,000)*
- **Court Resurfacing** – BDI prepared plans for the resurfacing of two tennis courts and one basketball court. *(Construction budget: \$15,000)*
- **Pool Heating Analysis** – BDI prepared a comparative analysis of heating the District's pool using natural gas or propane.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

a. Brletic Dvorak, Inc. (BDI)

(2) FIRM LOCATION *(City and State)*

Tampa, FL

(3) ROLE

Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

8

21. TITLE AND LOCATION *(City and State)*

**South Fork Community Development District (CDD)
Riverview, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Mark Vega

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **South Fork Community Development District (CDD)** in **Riverview** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.



Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the South Fork community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on three stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$209,000)*
- **Traffic Analyses** – BDI has reviewed the Signal Warrant Study provided by the Florida Department of Transportation for the intersection of Ambleside Boulevard at US 301. BDI provided updated traffic counts to determine if the recent development in the area had increased traffic volumes to the point of warranting a signal at this location.
- **Pond Maintenance Plan** – The objective of this task was to determine the extent of repair needed for specific ponds, establish an estimated cost, and prioritize the immediate needs for each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue requiring maintenance or repair. Numerous ponds had erosion on the side slopes, and several had drainage structures that were not functioning as designed due to becoming dislodged from embankment erosion. A report was prepared and presented to the CDD Board for alternative measures to address the pond issues and RFP packages were prepared for bidding purposes.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

9

21. TITLE AND LOCATION *(City and State)*

**Oak Creek Community Development District (CDD)
Pasco County, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Mark Vega

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116, 104

BDI provides engineering services to the **Oak Creek Community Development District (CDD)** in **Wesley Chapel** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Oak Creek community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Pasco County.
- **Basketball Court** – BDI performed survey, design, permitting, and construction administration for a basketball court adjacent to their clubhouse pool. The court will also be striped for a dual use for two pickleball courts. *(Construction budget: \$36,000)*
- **Trail Boardwalks** – BDI performed survey, design, permitting, and construction administration for a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with safe access to the natural uplands to utilize as a picnic or walking trail amenity. *(Construction budget: \$63,000)*
- **Playground Expansion** – BDI performed survey, design, and permitting to expand the existing playground to accommodate a new swing set area for toddlers while maintaining safe ADA access.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 10
---	---

21. TITLE AND LOCATION <i>(City and State)</i> River Bend Community Development District (CDD) Hillsborough County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER GMS	b. POINT OF CONTACT NAME Jordan Lansford	c. POINT OF CONTACT TELEPHONE NUMBER (813) 344-4844

BDI provides engineering services to the **River Bend Community Development District (CDD)** in **Ruskin** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the River Bend community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Amenity Center Drainage Improvements** – The River Bend CDD has experience chronic flooding due to rapid expansion of the amenities within the parcel without accommodating additional stormwater runoff. BDI performed survey, design, permitting, and construction administration services to address existing flooding occurring at the access, parking lot, playground, tennis court, pool equipment area, and open spaces. The improvements will accommodate future amenity projects through total buildout of the parcel. *(Construction budget: \$119,000)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)										
Robert Dvorak, PE	Project Engineer	●	●	●	●	●	●	●	●	●	●
Stephen Brletic, PE	Project Manager	●	●	●	●	●	●	●	●	●	●
Cliff Wilson	Designer	●	●	●	●	●	●	●	●	●	●
Jerry Whited	Senior Inspector	●		●	●			●	●	●	
Kirk Wagner	Senior Inspector		●	●			●	●			

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Harbour Isles Community Development District (CDD)	6	Heritage Springs Community Development District (CDD)
2	Diamond Hill Community Development District (CDD)	7	Lexington Oaks Community Development District (CDD)
3	Fishhawk Ranch Community Development District (CDD)	8	South Fork Community Development District (CDD)
4	Mira Lago Community Development District (CDD)	9	Oak Creek Community Development District (CDD)
5	Sterling Hill Community Development District (CDD)	10	River Bend Community Development District (CDD)

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

N/A

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

12/4/23

33. NAME AND TITLE

Robert Dvorak | Project Manager

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Brletic Dvorak, Inc.			3. YEAR ESTABLISHED 2023	4. DUNS NUMBER
2b. STREET 536 4th Ave. S, Unit 4			5. OWNERSHIP	
2c. CITY St. Petersburg,	2d. STATE FL	2e. ZIP CODE 33701	a. TYPE Corporation	
6a. POINT OF CONTACT NAME AND TITLE Robert Dvorak, PE, Project Manager			b. SMALL BUSINESS STATUS No	
6b. TELEPHONE NUMBER (727) 420-0804		6c. E-MAIL ADDRESS rdvorak@bdiengineers.com		
8a. FORMER FIRM NAME(S) (If any) N/A			8b. YR. ESTABLISHED N/A	8c. DUNS NUMBER N/A
7. NAME OF FIRM (If block 2a is a branch office) N/A				

9. EMPLOYEES BY DISCIPLINE			
a. Function Code	b. Discipline	c. No. of Employees	
		(1) FIRM	(2) BRANCH
01	Acoustical Engineers		
05	Archaeologist/Cultural		
06	Architects		
08 / 58	CADD / Technician	1	1
12	Civil / Transportation	2	2
14	Computer Programmers/GIS		
15	Construction Inspectors	1	1
16	Constr. Engineers/Managers		
21	Electrical Engineers		
24	Environ. Specialists		
37	Interior Designers		
38	Land Surveyors		
39	Landscape Architects		
42	Mechanical Engineers		
47	Planners		
52	Environmental Engineers		
55	Geologists/Geotechnical		
57	Structural Engineers		
60	Traffic/ITS Engineers		
62	Water Resources Engineers	2	2
	Other Employees		
Total		5	5

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Profile Code	b. Experience	c. Revenue Index Number
C15	Construction Management	2
H07	Highways, Streets, Parking Lots	3
I06	Irrigation; Drainage	3
T03	Traffic and Transportation Engineering	1

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue index number shown at right)

a. Federal Work	1
b. Non-Federal Work	4
c. Total Work	4

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than \$100,000	6. \$2 million to less than \$5 million
2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 12/4/2023
c. NAME AND TITLE Robert Dvorak Project Manager	

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Engineer Project Update

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Preventative Maintenance Plan

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Discussion Regarding HOA Turnover

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Payment Authorizations
No. 211 – 212

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 211 - 212

PA #	Description	Amount	Total
211	Gannett Florida LocaliQ	\$ 167.75	
	PFM Group Consulting	\$ 3,025.00	
		\$ 8.53	
	Supervisor Fees - 1/9/24 Meeting/Workshop		
	David Trast	\$ 400.00	
	Phil Davis	\$ 400.00	
	Kirk Fegley	\$ 400.00	
	Kevin Johnson	\$ 400.00	
	James Sverapa	\$ 400.00	
	US Bank	\$ 4,611.75	
	VGlobalTech	\$ 135.00	
			\$9,948.03
212	Gannett Florida LocaliQ	\$ 434.50	
	Kimley-Horn & Associates	\$ 1,428.77	
	Persson, Cohen, Mooney, Fernandez & Jackson	\$ 590.00	
	VGlobalTech	\$ 300.00	
		\$ 135.00	
			\$2,888.27
		Total	\$12,836.30

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 211

1/11/2024

Item No.	Payee	Invoice No.	General Fund
1	Gannett Florida LocaliQ Engineering Services	6061053	\$ 167.75
2	PFM Group Consulting January District Management Fee November Postage Fees	DM-01-2024-04 OE-EXP-12-2023-05	\$ 3,025.00 8.53
3	Supervisor Fees - 1/9/24 Meeting / Workshop David Trast Phil Davis Kirk Fegley Kevin Johnson James Sverapa	2024.01.09 2024.01.09 2024.01.09 2024.01.09 2024.01.09	\$ 400.00 400.00 400.00 400.00 400.00
4	US Bank Administration Fees 11/1/23-10/31/24 (S2015)	7135965	\$ 4,611.75
5	VGlobalTech Website Maintenance - Dec 2023	5721	\$ 135.00
TOTAL			<u>\$ 9,948.03</u>

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Thursday, January 11, 2024 1:23 PM
To: Rick Montejano
Subject: RE: PA 211

ALERT: This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Rick,

Approved for processing for payment (Payment Authorization request #211).

regards

Kevin

On 01/11/2024 12:12 PM EST Rick Montejano <montejanor@pfm.com> wrote:

Updated with workshop amounts.

Thanks,

Rick

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Wednesday, January 10, 2024 8:34 PM
To: Rick Montejano <montejanor@pfm.com>
Subject: Re: PA 211

ALERT: This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Training workshop is considered a condition for compensation so the Board members should receive an additional stipend?

On 01/10/2024 12:39 PM EST Rick Montejano <montejanor@pfm.com> wrote:

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 212

1/23/2024

Item No.	Payee	Invoice No.	General Fund
1	Gannett Florida LocaliQ Engineering Services	6134154	\$ 434.50
2	Kimley-Horn & Associates District Engineer Operations Through 12/31/2023	26873303	\$ 1,428.77
3	Persson, Cohen, Mooney, Fernandez & Jackson District Counsel through 12/31/2023	4547	\$ 590.00
4	VGlobalTech ADA Quarterly Audit (Oct-Dec) Website Maintenance - Jan 2024	5640 5811	\$ 300.00 135.00
TOTAL			<u>\$ 2,888.27</u>

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Monday, January 29, 2024 10:43 AM
To: Rick Montejano
Subject: Re: PA 212

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Rick,
Approved for processing for payment (Payment Authorization request #212).
regards
Kevin

On 01/23/2024 12:51 PM EST Rick Montejano <montejanor@pfm.com> wrote:

Hi Kevin –

Attached is the latest payment authorization for review and approval of payment.

Thanks,

Rick Montejano

District Accountant

PFM Group Consulting LLC

407.723.5900 ext. 5951

3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817

MontejanoR@pfm.com

=====

*Kevin J Johnson
Chair, Seat 4
Blackburn Creek Community Development District
kjohnson4@blackburncreekcdd.com*

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Financial Statements

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 1/31/2024

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On/Off-Roll Assessments	\$326,442.37	\$123,333.32	\$203,109.05	\$370,000.00
Carry Forward Revenue	33,337.00	33,337.00	-	100,010.96
Net Revenues	<u>\$359,779.37</u>	<u>\$156,670.32</u>	<u>\$203,109.05</u>	<u>\$470,010.96</u>
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$4,800.00	\$4,000.00	\$800.00	\$12,000.00
Public Officials' Insurance	2,943.00	1,037.68	1,905.32	3,113.00
Trustee Services	9,874.46	5,333.32	4,541.14	16,000.00
Management	12,100.00	12,100.00	-	36,300.00
Engineering	6,169.05	3,333.32	2,835.73	10,000.00
Disclosure Agent	3,750.00	5,000.00	(1,250.00)	15,000.00
District Counsel	7,507.75	6,666.68	841.07	20,000.00
Assessment Administration	15,000.00	5,000.00	10,000.00	15,000.00
Reamortization Schedules	625.00	333.32	291.68	1,000.00
Audit	-	1,833.32	(1,833.32)	5,500.00
Arbitrage Calculation	-	333.32	(333.32)	1,000.00
Postage & Shipping	11.80	150.00	(138.20)	450.00
Legal Advertising	907.50	1,166.68	(259.18)	3,500.00
Bank Fees	-	83.32	(83.32)	250.00
Miscellaneous	-	66.68	(66.68)	200.00
Office Supplies	-	83.32	(83.32)	250.00
Web Site Maintenance	840.00	940.00	(100.00)	2,820.00
Dues, Licenses, and Fees	175.00	58.32	116.68	175.00
Reserve Study	-	2,500.00	(2,500.00)	7,500.00
Stormwater Reserve	-	71,918.32	(71,918.32)	215,755.00
Stormwater Maintenance	-	23,263.56	(23,263.56)	69,790.67
General Insurance	4,252.00	1,499.00	2,753.00	4,497.00
Hardscape Maintenance	-	9,970.16	(9,970.16)	29,910.29
Total General & Administrative Expenses	<u>\$68,955.56</u>	<u>\$156,670.32</u>	<u>\$(87,714.76)</u>	<u>\$470,010.96</u>
Total Expenses	<u>\$68,955.56</u>	<u>\$156,670.32</u>	<u>\$(87,714.76)</u>	<u>\$470,010.96</u>
Income (Loss) from Operations	<u>\$290,823.81</u>	<u>\$0.00</u>	<u>\$290,823.81</u>	<u>\$0.00</u>
<u>Other Income (Expense)</u>				
Interest Income	\$4,300.53	\$0.00	\$4,300.53	\$0.00
Total Other Income (Expense)	<u>\$4,300.53</u>	<u>\$0.00</u>	<u>\$4,300.53</u>	<u>\$0.00</u>
Net Income (Loss)	<u><u>\$295,124.34</u></u>	<u><u>\$0.00</u></u>	<u><u>\$295,124.34</u></u>	<u><u>\$0.00</u></u>

Blackburn Creek CDD
Statement of Activities
As of 1/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
Revenues								
On-Roll Assessments	\$304,276.83							\$304,276.83
Off-Roll Assessments	22,165.54							22,165.54
On-Roll Assessments		\$180,951.68						180,951.68
Off-Roll Assessments		29,447.03						29,447.03
Inter-Fund Group Transfers In		(4,906.75)						(4,906.75)
On-Roll Assessments			\$249,676.94					249,676.94
Off-Roll Assessments			5,843.90					5,843.90
On-Roll Assessments				\$527,102.26				527,102.26
Off-Roll Assessments				34,175.39				34,175.39
Other Assessments				556,382.33				556,382.33
Interfund Transfer In						(\$10,604.67)		(10,604.67)
On-Roll Assessments					\$249,202.29			249,202.29
Interfund Transfer In					15,511.42			15,511.42
Total Revenues	\$326,442.37	\$205,491.96	\$255,520.84	\$1,117,659.98	\$264,713.71	(\$10,604.67)	\$0.00	\$2,159,224.19
Expenses								
Supervisor Fees	\$4,800.00							\$4,800.00
Public Officials' Insurance	2,943.00							2,943.00
Trustee Services	9,874.46							9,874.46
Management	12,100.00							12,100.00
Engineering	6,169.05							6,169.05
Disclosure Agent	3,750.00							3,750.00
District Counsel	7,507.75							7,507.75
Assessment Administration	15,000.00							15,000.00
Reamortization Schedules	625.00							625.00
Postage & Shipping	11.80							11.80
Legal Advertising	907.50							907.50
Web Site Maintenance	840.00							840.00
Dues, Licenses, and Fees	175.00							175.00
General Insurance	4,252.00							4,252.00
Principal Payment - 2013A1, 2019A1		\$10,000.00						10,000.00
Principal Payment -2019A2		5,000.00						5,000.00
Interest Payments - 2013A1, 2019A1		82,375.00						82,375.00
Interest Payments - 2019A2		37,940.00						37,940.00
Principal Payments - 2015A1 bond			\$15,000.00					15,000.00
Interest Payments - 2015A1 bond			85,206.25					85,206.25
Interest Payments - 2015A2 bond			29,531.25					29,531.25
Principal Payment -2018A1 Bond				\$70,000.00				70,000.00
Principal Payment -2018A2 Bond				15,000.00				15,000.00
Interest Payment -2018A1 Bond				249,925.25				249,925.25
Interest Payment -2018A2 Bond				45,872.50				45,872.50
Trustee Fees						\$5,925.00		5,925.00
Interest Payment -2023 Bond					\$51,244.84			51,244.84
Total Expenses	\$68,955.56	\$135,315.00	\$129,737.50	\$380,797.75	\$51,244.84	\$5,925.00	\$0.00	\$771,975.65

Blackburn Creek CDD
Statement of Activities
As of 1/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>								
Interest Income	\$4,300.53							\$4,300.53
Interest Income		\$3,600.58						3,600.58
Interest Income			\$7,125.30					7,125.30
Interest Income				\$7,776.25				7,776.25
Interest Income					\$939.73	\$120.64		1,060.37
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,300.53</u>	<u>\$3,600.58</u>	<u>\$7,125.30</u>	<u>\$7,776.25</u>	<u>\$939.73</u>	<u>\$120.64</u>	<u>\$0.00</u>	<u>\$23,863.03</u>
Change In Net Assets	\$261,787.34	\$73,777.54	\$132,908.64	\$744,638.48	\$214,408.60	(\$16,409.03)	\$0.00	\$1,411,111.57
Net Assets At Beginning Of Year	<u>\$84,162.69</u>	<u>\$333,037.59</u>	<u>\$583,696.99</u>	<u>\$637,006.45</u>	<u>\$65,566.83</u>	<u>\$16,409.03</u>	<u>\$0.00</u>	<u>\$1,719,879.58</u>
Net Assets At End Of Year	<u><u>\$345,950.03</u></u>	<u><u>\$406,815.13</u></u>	<u><u>\$716,605.63</u></u>	<u><u>\$1,381,644.93</u></u>	<u><u>\$279,975.43</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,130,991.15</u></u>

Blackburn Creek CDD
Statement of Financial Position
As of 1/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund 2023	Long Term Debt Group	Total
<u>Assets</u>								
<u>Current Assets</u>								
General Checking Account	\$463,388.22							\$463,388.22
Money Market Account	39,381.92							39,381.92
Assessments Receivable	21,379.48							21,379.48
Prepaid Expenses	384.31							384.31
Assessment Receivable - Off Roll	22,590.94							22,590.94
Assessments Receivable		\$26,329.37						26,329.37
Debt Service Reserve 2019A Bond		163,410.00						163,410.00
Revenue 2019A Bond		237,117.84						237,117.84
Interest 2019A1 Bond		1,014.87						1,014.87
Interest 2019A2 Bond		467.43						467.43
Sinking Fund 2019A1 Bond		0.02						0.02
Sinking Fund 2019A2 Bond		0.01						0.01
Prepayment 2019A1 Bond		4,127.64						4,127.64
Prepayment 2019A2 Bond		677.32						677.32
Assessment Receivable - Off Roll		86,950.13						86,950.13
Assessments Receivable			\$36,329.22					36,329.22
Debt Service Reserve 2015A1 Bond			228,000.00					228,000.00
Debt Service Reserve 2015A2 Bond			81,406.25					81,406.25
Revenue 2015A Bond			401,483.38					401,483.38
Prepayment 2015A1 Bond			1,268.92					1,268.92
Prepayment 2015A2 Bond			4,447.08					4,447.08
Assessment Receivable - Off Roll			16,932.22					16,932.22
Revenue 2018A Bond				\$593,720.95				593,720.95
Prepayment 2018A1 Bond				422,656.28				422,656.28
Debt Service Reserve 2018A1 Bond				247,880.61				247,880.61
Prepayment 2018A2 Bond				117,387.09				117,387.09
Assessments Receivable				76,696.00				76,696.00
Assessment Receivable - Off Roll				135,445.03				135,445.03
Revenue 2023 Bond					\$267,465.87			267,465.87
Prepayment 2023 Bond					11,878.22			11,878.22
Interest 2023 Bond					631.34			631.34
Assessment Receivable (23)					36,260.17			36,260.17
Total Current Assets	<u>\$547,124.87</u>	<u>\$520,094.63</u>	<u>\$769,867.07</u>	<u>\$1,593,785.96</u>	<u>\$316,235.60</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,747,108.13</u>
<u>Investments</u>								
Amount Available in Debt Service Funds							\$2,785,041.12	\$2,785,041.12
Amount To Be Provided							18,946,958.88	18,946,958.88
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$21,732,000.00</u>	<u>\$21,732,000.00</u>
Total Assets	<u><u>\$547,124.87</u></u>	<u><u>\$520,094.63</u></u>	<u><u>\$769,867.07</u></u>	<u><u>\$1,593,785.96</u></u>	<u><u>\$316,235.60</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,732,000.00</u></u>	<u><u>\$25,479,108.13</u></u>

Blackburn Creek CDD
Statement of Financial Position
As of 1/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund 2023	Long Term Debt Group	Total
<u>Liabilities and Net Assets</u>								
<u>Current Liabilities</u>								
Due To Other Funds	157,204.42							\$157,204.42
Deferred Revenue	21,379.48							21,379.48
Deferred Revenue - Off Roll	22,590.94							22,590.94
Deferred Revenue		\$26,329.37						26,329.37
Deferred Revenue - Off Roll		86,950.13						86,950.13
Deferred Revenue			\$36,329.22					36,329.22
Deferred Revenue - Off Roll			16,932.22					16,932.22
Deferred Revenue				\$76,696.00				76,696.00
Deferred Revenue - Off Roll				135,445.03				135,445.03
Deferred Revenue (23)					\$36,260.17	\$0.00		36,260.17
Total Current Liabilities	<u>\$201,174.84</u>	<u>\$113,279.50</u>	<u>\$53,261.44</u>	<u>\$212,141.03</u>	<u>\$36,260.17</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$616,116.98</u>
<u>Long Term Liabilities</u>								
Revenue Bonds Payable - Long-Term							\$21,732,000.00	\$21,732,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$21,732,000.00</u>	<u>\$21,732,000.00</u>
Total Liabilities	<u><u>\$201,174.84</u></u>	<u><u>\$113,279.50</u></u>	<u><u>\$53,261.44</u></u>	<u><u>\$212,141.03</u></u>	<u><u>\$36,260.17</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,732,000.00</u></u>	<u><u>\$22,348,116.98</u></u>
<u>Net Assets</u>								
Net Assets, Unrestricted	(\$2,698.24)							(\$2,698.24)
Net Assets - General Government	86,860.93							86,860.93
Current Year Net Assets - General Govt	261,787.34							261,787.34
Net Assets, Unrestricted		\$333,037.59						333,037.59
Current Year Net Assets, Unrestricted		73,777.54						73,777.54
Net Assets, Unrestricted			\$583,696.99					583,696.99
Current Year Net Assets, Unrestricted			132,908.64					132,908.64
Net Assets, Unrestricted				\$637,006.45				637,006.45
Current Year Net Assets, Unrestricted				744,638.48				744,638.48
Net Assets, Unrestricted					\$65,566.83			65,566.83
Current Year Net Assets, Unrestricted					214,408.60			214,408.60
Total Net Assets	<u><u>\$345,950.03</u></u>	<u><u>\$406,815.13</u></u>	<u><u>\$716,605.63</u></u>	<u><u>\$1,381,644.93</u></u>	<u><u>\$279,975.43</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,130,991.15</u></u>
Total Liabilities and Net Assets	<u><u>\$547,124.87</u></u>	<u><u>\$520,094.63</u></u>	<u><u>\$769,867.07</u></u>	<u><u>\$1,593,785.96</u></u>	<u><u>\$316,235.60</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,732,000.00</u></u>	<u><u>\$25,479,108.13</u></u>